



GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS

Mike Beatty
COMMISSIONER

Sonny Perdue
GOVERNOR

MEMORANDUM

TO: DCA Board Members, Mayors, County Commission Chairs, RDC Executive Directors, and Other Interested Parties

FROM: Mike Beatty, Commissioner *MB*

DATE: October 16, 2006

SUBJECT: Community Development Block Grant (CDBG) and Community HOME Improvement Program (CHIP) Applicants' 2007 Workshop for Non-entitlement Communities

The Georgia Department of Community Affairs will be conducting a CDBG/CHIP Applicants' Workshop on December 6-8, 2006, at Callaway Gardens, Southern Pine Conference Center, in Pine Mountain, Georgia. We anticipate an application submission deadline of April 2, 2007.

The purpose of this workshop is to inform local government officials and other interested parties of the procedures to be used in preparing CDBG and CHIP applications. The workshop is designed to provide you an opportunity to learn the details involved in putting together a competitive application, to ask questions, and to share information. At that time, you will be provided an Applicants' Manual that describes the application process and the guidelines that will be used in evaluating applications. The details of the workshop are included on the attached draft agenda. In order to ensure ample workshop materials, please complete the enclosed registration form and return it to Lisa Smith by November 22, 2006.

If you have questions or need additional information regarding the workshop, please contact Lisa Smith at (404) 679-5276. We look forward to seeing you at the workshop.

MB/sr

Enclosures: Hotel Information
Registration Form
Directions
Draft Agenda

WORKSHOP LOCATION AND HOTEL INFORMATION

Hotel Accommodations

A block of rooms has been reserved at special group rates under the Department of Community Affairs' name. To make reservations, please contact the hotel prior to the cut-off date. Be sure to request the Applicants' Workshop group rate.

The Hotel Is: Callaway Gardens
17800 U.S. Highway 27
Pine Mountain, Georgia 31822
(706) 663-2281

RESERVATION HOTLINE: 1-800-CALLAWAY / 1-800-225-52929

Mountain Creek Inn	\$115.00 plus tax
Southern Pine One Bedroom Cottage	\$169.00 plus tax
Southern Pine Two Bedroom Cottage	\$319.00 plus tax

Cut-off date for

RESERVATION AT HOTEL **November 15, 2006**

Parking: No Fee for Parking

NOTE: **REMEMBER TO REQUEST THE
GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS
APPLICANTS' WORKSHOP GROUP RATE**

**Registration Form
Community Development Block Grant
Applicants' Workshop
December 6-8, 2006
Callaway Gardens, Southern Pine Conference Center
Pine Mountain, Georgia**

NAME: _____

TITLE: _____

AGENCY: _____

ADDRESS: _____

PHONE: _____

Payment for registration is by Cash, Check, or Money Order Only

Enclose \$125.00 per person with registration form(s).
Registration Fee (Includes lunch on second day):

If not received by **November 22, 2006** a \$10.00 late fee **will be charged**

Return To: **Department of Community Affairs
Attn: Lisa Smith
60 Executive Park South
Atlanta, Georgia 30329**

HOTEL DIRECTIONS

Callaway Gardens® is in Pine Mountain, Georgia, 60 minutes southwest of Atlanta and 30 minutes north of Columbus.

Fantasy In Lights® entrance: Take I-85 South from Atlanta to I-185 South (exit 21). Continue south to US Hwy. 27 (exit 42). Follow Hwy. 27 South to Pine Mountain and the entrance to Fantasy In Lights.

From the south on either I-85 or I-185, exit east on Hwy. 18 to GA Hwy. 354. Turn right onto US Hwy. 27 and proceed to the entrance of Fantasy In Lights.

If you are staying in the Mountain Creek® Inn or Mountain Creek® Villas: Please check in at the Mountain Creek Inn on U. S. Hwy. 27. You will not use the Gardens Entrance to get to your accommodations.

If you are checking in to a Southern Pine® Cottage: Please come to the Gardens entrance on Ga. Hwy. 18. Enter and take the first left (before the gated entrance), then take the second left. This will take you to The Southern Pine Conference Center. Inside the lobby, you will find the cottage check-in desk to your right.

The directions below are to the entrance of the Gardens on Ga. Hwy. 18. Use this entrance to visit any of our attractions, enjoy golf, fishing and bicycling, or to dine at the Discovery Cafe and Champions.

If you are traveling from: **Columbus, GA** (30 miles) - Take Interstate 185 North to Ga. Hwy. 18 East (exit 34). Turn right off Hwy. 18 to the entrance of Callaway Gardens.

Atlanta (70 miles) - Take Interstate 85 South to Interstate 185 South (exit 21). From Interstate 185, exit at U. S. Hwy. 27 (exit 42). Follow Hwy. 27 South to Pine Mountain. In Pine Mountain, turn right onto Hwy. 354 West. Proceed to Ga. Hwy. 18 and turn left into Callaway Gardens.

Macon, GA (80 miles) - Take U. S. Hwy. 80 West to Ga. Hwy. 208 West to U. S. Hwy. 27 North. Turn left onto Ga. Hwy. 354 West and proceed to Ga. Hwy. 18. Turn left into Callaway Gardens.

Albany, GA (110 miles) - Take Corridor Z (Ga. Hwy 280) to Columbus. In Columbus take Interstate 185 North to Ga. Hwy. 18 East (exit 34). Turn right off Hwy. 18 to the entrance of Callaway Gardens.

Note: If using an online mapping service like MapQuest, please use the address "5887 Georgia Highway 354." Please note that this address is for the Real Estate Office entrance and very close to the main entrance of Callaway Gardens



DRAFT AGENDA

Callaway Gardens, Southern Pine Conference Center

Wednesday, December 6, 2006

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| 11:00-3:00 | Registration |
| 1:30-1:45 | Welcome, Conference Overview <ul style="list-style-type: none">• Welcome• Housekeeping |
| 1:45-2:15 | Planning Your Local CDBG/CHIP Project <ul style="list-style-type: none">• Primer on Community Development• Low- and Moderate- Income Requirement• Eligible/Ineligible Activities• Target Area vs. City-Wide Projects• Conception through Application Submission• "Big Picture" Do's and Don't's |
| 2:15-3:00 | New Opportunities <ul style="list-style-type: none">• Update on the Revitalization Area Strategy Program and Bonus Points• Innovative CHIP Funding Round |
| 3:00-3:15 | Break |
| 3:15-5:30 | CDBG/CHIP Compliance <ul style="list-style-type: none">• Conflict of Interest• Survey Methodology• Procurement• Environmental Requirements• Property Acquisition• Labor Requirements• Equal Opportunity• Historic Preservation Considerations• Qualified Local Government Status |
| 5:30 | Dinner on Your Own |



DRAFT AGENDA

Callaway Gardens, Southern Pine Conference Center

Thursday, December 7, 2006

7:30-8:30	Registration/Continental Breakfast
8:30-10:00	<i>Application Development for Your Area of Interest</i> Concurrent Sessions - Round I (select one of three) CDBG/CHIP Forms – The Basics of Application Development CHIP Economic Development
10:00-10:15	Break
10:15-11:45	<i>Application Development for Your Area of Interest</i> Concurrent Sessions - Round II (select one of three) CDBG/CHIP Forms – The Basics of Application Development CHIP Economic Development
11:45-1:15	Lunch (provided)
1:15-2:45	<i>Application Development for Your Area of Interest</i> Concurrent Sessions - Round III (select one of three) Public Facilities Housing (Single and Multi-Activity) Innovative CHIP Funding Round
2:45-3:00	Break (refreshments)
3:00-4:30	<i>Application Development for Your Area of Interest</i> Concurrent Sessions Round - IV (select one of three) Public Facilities Housing (Single and Multi-Activity) Innovative CHIP Funding Round
4:30	Dinner on Your Own



DRAFT AGENDA

Callaway Gardens, Southern Pine Conference Center

Friday, December 8, 2006

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| 7:30-8:30 | Registration/Continental Breakfast |
| 8:30-8:45 | CDBG Timeliness/Expenditure Rate Issues |
| 8:45-9:45 | Making Your Applications Competitive <ul style="list-style-type: none">• Problem Areas• Bonus Points for Readiness• Pre-Agreement Cost Approval |
| 9:45-10:00 | Break |
| 10:00-10:30 | CDBG/HOME News from Washington, D.C. <ul style="list-style-type: none">• Funding Outlook• Policy Outlook |
| 10:30-11:00 | Final Questions and Wrap-Up |